

# AZGEO Clearinghouse Help

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The AZGEO Clearinghouse was created to make sharing data easier, particularly between agencies, so the more agencies we can involve to share data, the better! It is a fairly easy and straightforward process, but this help document should clear up any confusion or questions that you might have as a general user, Group Admin, or Content Creator.

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# AZGEO Clearinghouse: Overview, Mission, Goals

## Overview

The AZGEO Clearinghouse is an initiative of the Arizona Geographic Information Council (AGIC), designed to provide GIS users with links to Internet map services, FGDC compliant metadata, and geospatial data downloads, as called for in the Arizona Revised Statutes (ARS) § 37-171 o 178.

The data and services available on AZGEO are contributed by a variety of agencies in Arizona. Contributing members agree to provide data, metadata, and services in agreed upon formats which are standardized for user convenience. Data include GIS layers for administrative boundaries, demographic information, environmental factors, hydrology, imagery, indices, mining, natural features, transportation and more.

Although AZGEO requires membership, anyone can join. User registration helps facilitate the creation of data use statistics and reports for contributing agencies, and provides a way for data contributors to share data sensitive in nature. With that said, most datasets and services on AZGEO are available to the general public for download and use. AZGEO endeavors to follow the [Geospatial Data Sharing Guidelines for Best Practices](#), set forth by the National States Geographic Information Council (NSGIC).

## Mission

The mission of AGIC is to coordinate the development of geographic information in Arizona.

AGIC promotes the use of GIS and related technologies to address problems, develop plans, and manage the natural, economic, and infrastructure resources of the state.

The vision of AGIC is to facilitate the provision of credible, timely, and accurate geographic information for widespread use by decision-makers and the citizens of Arizona.

## Goals

- Connect existing data silos and provide tools for better decision-making
- Facilitate data sharing
- Decrease redundant development of the same data
- Shorten the time required to obtain critical information
- Reduce costs associated with data gathering
- Leverage existing investments in Arizona GIS

## Groups

Groups have been implemented in AZGEO in order to ensure security for our data contributors. For this to happen, **groups should be comprised only of members or employees of the agency** (or organization, or council, etc.) that the group was formed around. For example, only State Land Department employees will be a part of the Arizona State Land Department (ASLD) group. This is put in place to make it easier for data contributors to know who they are sharing their data with, especially if it is data of a sensitive nature that cannot be shared with the general public.

The same idea is put in place for the larger Government and Education groups. When anyone registers for the Clearinghouse, they are automatically put into the General Public group. If they meet certain criteria, they are also put into either the Government or the Education group. To be in the Government group, the user must have an email address that is known to be associated with a governmental organization (generally ending in .gov, .us, .mil, etc.). To be in the Education group, the user must have signed up with a .edu email address. Again, this has been implemented to make sharing more secure for the data contributors.

### About Group Pages

Although there is some restriction on joining groups, group pages are a great resource for more information about the group or agency that they were created for. Group pages provide a brief description of the group and its mission, a link to the group's main website where more information can be found, the group type, and your status with the group (whether or not you are a member). This is also where you can find the users on the Clearinghouse that are associated with that group. Finally, each group page has a discussion board that anyone can contribute to.

### Contacting Group Admins

As a user of the Clearinghouse, if you have a question, request, or comment that is specific to a group, you may choose to contact the group administrator(s), rather than the administrators of AZGEO. This option is located on the Groups main page, next to the "Join Group" button. When selected, there will be a webform space to enter in your comments, which will then go directly to the administrator(s) of the group.

### Requesting to Join a Group

When you join the Clearinghouse, you are only automatically placed into one group (General Public), and possibly another group (Government or Education), depending on your email address. If you believe you belong in any additional groups, it is your responsibility to request to join those groups.

To submit a request, go to the "Groups" page and click on a "Join Group" button. You will be requested to explain why you would like to join the group and after you confirm your request by clicking "Join," your request will be sent to the group admin for approval. Each group is managed by representatives from the respective groups, and your request may take additional steps.

Keep in mind, if you are not directly related to a group, your request will be denied.

### New Group Creation Requests

If you are part of an agency or organization that is not already represented on the Clearinghouse, and you would like your group to be (in order to share information about your group, share data easily between your group and another group, start sharing data on the Clearinghouse, etc.), you may request that a new group be created.

To request that a group be created for your agency, go to the [Groups](#) page and click the "[Request Group Creation](#)" button on the right hand side of the page. You will be prompted for more information that will be used by the AZGEO administrators to create your group.

## Creating Private Groups

We would like to encourage public sharing where possible, but understand that private groups may sometimes be necessary. The AZGEO Clearinghouse can be used for sharing very sensitive data in an even more secure environment. A Private Group, or “Invite-Only” Group, is not visible on the Groups page, which means that users will not be able to request to join the group, so the group administrator must manually add all group members. Once in the group, the user will have access to the datasets/services/group documents available to that group.

To create a Private Group, within the “[Request Group Creation](#)” form, select “Invite-Only” under “Group Membership Type.” This will let the AZGEO administrators know that the group must be private. Once created, the group administrator will need to go in and manually add in group members.

## Becoming a Group Admin or Content Creator

In order to add data to the AZGEO Clearinghouse, you must have “Content Creator” user privileges in a group. To become a “Content Creator,” go to the [Contribute](#) page and click the “[Become a Group Contributor](#)” button in the right hand panel.

For organizational purposes, becoming a “Content Creator” also means that a group will be created for your agency, if there isn’t already one in place.

# Uploading Data to the Clearinghouse

## Upload Requirements

In order to expedite the upload process, it would be a good idea to have the following information readily available when deciding to upload a dataset or service.

To make the process more efficient, you may choose to create a “profile” for when you upload new datasets. When used, this profile will populate many of the administrative fields. Additionally, XML metadata documents may also be used to populate some of the skinny metadata fields. These shortcuts and the upload processes are further explained in the following pages of this document.

### Required Metadata for Datasets and Services

Data Custodian (Name, Email, Phone)

Access and Use Constraints

Data Abstract

Data Purpose

Keywords/Data tags

Spatial Extent

Publication Date

Time period of data

Project status

Update frequency

Next expected update

### Acceptable Data Formats for Sharing on AZGEO

Layer package files (lpk)\*

Map package files (mpk)

File geodatabases (fgdb)\*\*

Shapefiles (shp)\*\*

\*Preferred format for sharing on AZGEO

\*\*Must compress first; AZGEO accepts these formats as .zip only.

### Additionally, for datasets...

- ALL formats must be under 600MB to upload to the Clearinghouse.
- **We highly encourage uploading layer package files (lpk) over other formats, especially if you would like the layer to be made into a service.** A layer package includes both the layer properties (such as its symbolization and labeling) and the dataset referenced by the layer. To learn more about layer package files, please visit Esri's help documentation on [saving layers and layer packages](#).
- Only one shapefile can be in a .zip file.

### Services

The REST endpoint is required when uploading a web mapping service. Additionally, to enable the “Clip and Ship” tool, an extract URL for your geoprocessing service is also required. Follow [this link](#) for help in creating a clip and ship geoprocessing service.

### Group Documents

We support the following document and picture formats: .txt .pdf .doc .docx .xls .xlsx .ppt .pptx .pps .csv .xml .gif .png .jpg .bmp

## Skinny Metadata: Profiles and XML Metadata

To make uploading datasets and services more efficient, you may choose to use profiles or existing metadata when filling out the skinny metadata, which is required before uploading your dataset or service to the Clearinghouse. Profiles can be used, created, and managed through AZGEO, while XML metadata should already be established and attached to your dataset. Either method should make uploading datasets and services quicker and easier, but you will still need to add in additional information that may be more specific to the dataset or service being uploaded.

## Using Profiles

To use, manage, or create a new profile, from the [“Contribute”](#) page, open up the “Add a Dataset” or “Add a Service” webform. On the left hand side of the page, select “Use a Profile.”

Use a Profile

Use Metadata

Feedback / Bugs

A screenshot of a software dialog box titled "Select a Profile for Easier Data Entry". The dialog box has a close button (X) in the top right corner. Inside, there is a text instruction: "Please Select the Profile you wish to use with the dropdown. Then click on the Load This Profile button. You can also manage your existing profiles or create new profiles using the buttons below." Below the text is a blue dropdown menu with a downward arrow on the right. At the bottom of the dialog box are three buttons: "Load This Profile", "Manage Profiles", and "Create New Profile".

This tool can be particularly useful when contributing a lot of datasets or services. It eliminates the need to enter redundant information into fields that are the same across datasets or services.

From here, you can load an existing profile, manage all of the profiles that you have created, or create a new one. For the first time contributor wanting to use a profile, the “Create New Profile” will bring up the webform to edit a profile, which can then be loaded in when contributing datasets. The information that can be filled out in a profile includes: title, custodian name, custodian email, custodian phone number, custodian organization, custodian organization type, category, data geometry, data projection, description, purpose, keywords, spatial extent, status, update frequency, and dataset disclaimer.

## Using XML Metadata

Standard, **FGDC-compliant** XML metadata may also be used to help fill out the skinny metadata. Rather than filling out a profile and pulling the information from there, AZGEO will pull necessary information from the XML metadata that you upload through the “Use Metadata” tool.

For additional support, please visit Esri’s Resource Center for help in creating and exporting [metadata](#). The following links provide more information on valuable metadata tools in the ArcGIS Conversion toolbox. The [Export Metadata tool](#) converts the current metadata to be updated with the most current properties when the dataset is altered. The [ESRI Metadata Translator](#) aids in exporting the metadata to a standalone XML metadata file.

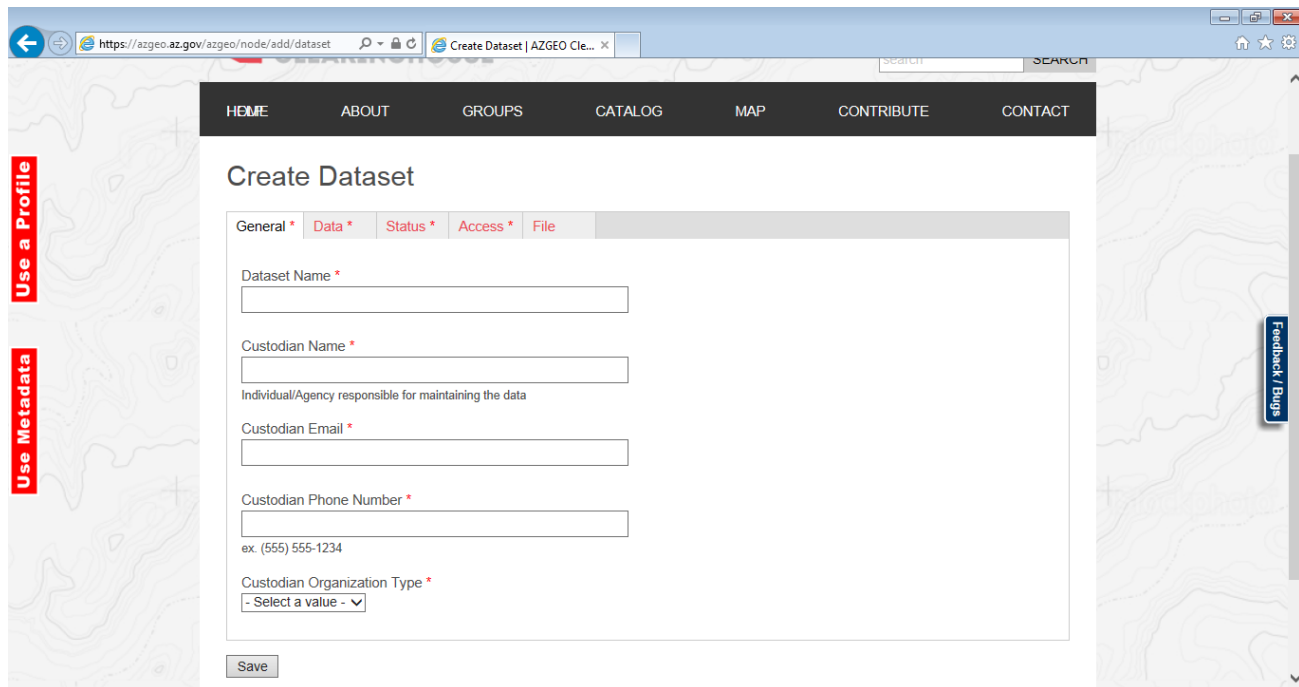
The image shows two screenshots from the AZGEO CLEARINGHOUSE website. The top screenshot is the 'Create Dataset' form, which has tabs for General, Data, Status, Access, and File. The 'General' tab is active, showing fields for Dataset Name, Custodian Name, Custodian Email, and Custodian Phone Number. A red arrow points to a vertical red button labeled 'Use Metadata' on the left side of the form. The bottom screenshot is a dialog box titled 'Select Metadata File for Easier Data Entry'. It contains instructions: 'Please Select the metadata file you wish to use below. Then click on the Load This Metadata button. Please make sure your metadata is in the xml file format and adheres to FGDC standards.' Below the text is a text input field with a 'Browse...' button next to it. At the bottom right of the dialog is a 'Load This Metadata' button.

## Skinny Metadata: Datasets

[All of the fields that could be populated by using a profile or metadata will be noted in a **different color**]

### General tab

The General tab is where users can find contact information for the custodian of the dataset. It includes **required** fields for the *dataset name*, *custodian name*, *custodian email*, *custodian phone number*, and *custodian organization type*.



### Data tab

The Data tab describes the dataset for the users, giving general information on what they might find in the available download. All fields are also **required** on this page, including:

**Data Category:** boundaries, census, hydrography, imagery and rasters, indexes, mining, natural features, transportation, and other

**Data Geometry:** point, line, polygon

**Data Projection**, available options\*\*:

- NAD\_1983\_StatePlane\_Arizona\_Central\_FIPS\_0202\_Feet (projected)
- NAD\_1983\_StatePlane\_Arizona\_East\_FIPS\_0202\_Feet (projected)
- NAD\_1983\_StatePlane\_Arizona\_West\_FIPS\_0202\_Feet (projected)
- NAD\_1983\_UTM\_Zone\_12N (projected)
- NAD\_1983\_UTM\_Zone\_11N (projected)
- NAD\_1927\_UTM\_Zone\_12N (projected)
- NAD\_1927\_UTM\_Zone\_11N (projected)
- WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere (projected)
- GCS\_North\_American\_1983 (geographic)
- GCS\_WGS\_1984 (geographic)

**Data Description:** description of the data in the dataset; what the dataset contains

**Data Purpose:** what the data was created for, may be used for

**Keywords:** up to 5 words that may describe the dataset; these words will help users find datasets in the Catalog

**Spatial Extent:** city, county, state, tribal, other



**Create Dataset**

General \* Data \* Status \* Access \* File

Data Category \*  
- Select a value -  
Please select the Category your data belongs to.

Data Geometry \*  
- Select a value -  
Please select the type of geometry your data uses.

Data Projection \*  
- Select a value -

Data Description \*

Data Purpose \*

Keywords \*  
Please enter up to 5 keywords describing your data.

Spatial Extent \*  
- Select a value -

Save

Feedback/Bugs

**\*\*If you would like another projection or datum added to the “Data Projection” field, please feel free to contact us. Click on the “Feedback/Bugs” button on the left hand side of every page and fill out the form (outlined in *red*).**

## Status tab

The status tab describes when the data was last updated, how often the data is updated, and the projected date for the next version of the dataset. All fields are **required** on this page, including:

**Status:** complete, in progress

**Publication Date:** date that the data was published

**Update Frequency:** monthly, quarterly, annually, other

**Next Update:** projected date for the next update of the data; if unknown, enter in the publication date

**Create Dataset**

General \* Data \* Status \* Access \* File

Status \*  
- Select a value -

Publication Date

Date  
Jul 7 2014  
E.g., Jul 8 2014  
Please select the date that the data was published.

Update Frequency \*  
- Select a value -

Next Update

Date  
Jul 7 2014  
E.g., Jul 8 2014  
Please select the date that the data will be updated next.

Save

Feedback/Bugs

## Access tab

The Access tab can also be considered the **security tab**—this is what determines who can and who cannot have access or even view your data in their catalog. By checking the box next to each group, you are allowing the members of those groups to have access to the data that you are adding to AZGEO.

Most fields are **required** on this page:

*My Groups*: the groups that your account belongs to

*Other Groups*: the other groups on the Clearinghouse that your account may share data with

*Allow Download*: if “yes” the .zip file will be available for download to the agencies that you are exposing the data to. If “no”, the data will show up in the Catalog for those agencies but will be unavailable for download.

*Expose as Service*: exposing the data as a service (“yes”) indicates that you would like the site administrators to create a service for your data to be available in the map viewer. It will only be available to those users that you have provided access to your data already.

- **In order to expose your dataset as a service, you must contribute a layer package file (lpk) so that we may provide appropriate symbolization. If an lpk is not provided, a service will not be created for your dataset.** For more on lpk’s, please visit the [Upload Requirements](#) section of this document.

*Allow Clip and Ship*: only necessary if you are choosing to expose the data as a service; “yes” indicates that you would like the “Clip and Ship” geoprocessing tool to be created for your service

## Things to keep in mind:

- **Everyone** has access to the General Public group, only government employees are in the Government group, and only those with an email address ending in .edu are in the Education group.
- Checking a box next to a group also adds your dataset to that group’s page under “Group Data” (right hand side under the “Group Members” block)—this only means that you have given access to this particular group to download and/or view your dataset.
- **We strongly encourage following [NSGIC’s guidelines](#) and sharing with the General Public, but if your data is sensitive, please make sure you are only sharing it with the groups that you want to allow access.** Additional options for sensitive datasets:
  - Strip out sensitive data before publishing it to the Clearinghouse, with General Public access.
  - Identify attributes that are not for the General Public and create two versions: one for the General Public and one for sharing with other groups.

The File tab is where you upload your *data file* and/or your *metadata*. This is also where you can enter in your agency specific **dataset disclaimer**. Checking the box next to “Does the Disclaimer need to be displayed each time the dataset is viewed or downloaded” toggles a box to display the disclaimer, which will then be required to be acknowledged/accepted each time a user tries to download the dataset. None of these fields are required.

#### Dataset Disclaimer

Access is granted to public agencies, educational institutions, non-profit organizations and private individuals for non-commercial purpose. For commercial use of the data see Arizona Revised Statutes 39-121.03. The Arizona State Land Department makes no warranties, implied or expressed, with respect to the accuracy of and the use of this data for any specific purpose. Users are required to make their own assessment of the data for any specific use.

☒ Does the Disclaimer need to be displayed each time the dataset is viewed or downloaded.

By checking the box in the screenshot above, the disclaimer will not only be shown on the skinny metadata page, but will also be shown in a popup each time a user attempts to download the data. If the user does not agree to the disclaimer, the dataset will not be downloaded.

**Create Dataset**

General \* Data \* Status \* Access \* File

**Data File**

Browse... Upload

Please make sure you are uploading only 1 (one) shapefile and that a .LYR file is included in your .ZIP file. If your data file is larger than 300MB, please contact us [here](#) to arrange for an alternative method of data transfer.  
Files must be less than 600 MB.  
Allowed file types: zip xml lpk mpk.

**Meta Data File**

Browse... Upload

If the Data has meta data associated with it, you can upload those files here.  
Files must be less than 600 MB.  
Allowed file types: zip xml.

**Dataset Disclaimer**

☐ Does the Disclaimer need to be displayed each time the dataset is viewed or downloaded.

Save

## Skinny Metadata: Services

[All of the fields that could be populated by using a profile or metadata will be noted in a different color]

### General tab

The General tab is where users can find contact information for the custodian of the service. It includes **required** fields for the *service name*, *custodian name*, *custodian phone number*, *custodian email*, and *custodian organization type*.

**Create Service**

General \* Service \* Status \* Access \*

**Service Name \***

**Custodian Name \***

Individual/Agency responsible for maintaining the data.

**Custodian Phone Number \***

ex. (555) 555-1234

**Custodian Email \***

**Custodian Organization Type \***

- Select a value -

Save

### Service tab

The Service tab describes the service for the users, giving general information on what they might find in the available service through the map viewer, or using the URL in ArcView. All fields are also **required** on this page, including:

**Service Category:** boundaries, census, hydrography, imagery and rasters, indexes, mining, natural features, transportation, and other

**Service Description:** description of the data in the dataset; what the dataset contains

**Service Purpose:** what the data was created for, may be used for

**Service Keywords:** words that may describe the service; helpful when users search in the Catalog

**Spatial Extent:** city, county, state, tribal, other

The screenshot shows the 'Create Service' form in the AZGEO Clearinghouse. The 'General' tab is selected, and the form contains the following fields:

- Service Category \***: A dropdown menu with the option '- Select a value -'. Below it, a note says 'Please select the Category your service belongs to.'
- Service Description \***: A large text area for describing the service.
- Service Purpose \***: A large text area for describing the purpose of the service.
- Service Keywords \***: A text input field with a note 'Please enter up to 5 keywords describing your service.'
- Spatial Extent \***: A dropdown menu with the option '- Select a value -'.

On the left side of the form, there are two red buttons: 'Use a Profile' and 'Use Metadata'. On the right side, there is a 'Feedback / Bugs' button.

## Status tab

The status tab describes when the service was last updated, how often the service is updated, and the projected date for the next version. All fields are **required** on this page, including:

**Status:** complete, in progress

**Publication Date:** date that the service was published; usually the date that the service is added to the Clearinghouse

**Update Frequency:** monthly, quarterly, annually, other

**Next Update:** projected date for the next update of the service; if unknown, enter in the publication date (publication date and next update will be the same)

The screenshot shows the 'Create Service' form in the AZGEO Clearinghouse, with the 'Status' tab selected. The form contains the following fields:

- Status \***: A dropdown menu with the option '- Select a value -'.
- Publication Date**: A date input field with the value 'Jul 7 2014'. Below it, a note says 'Please select the date that the service was published.'
- Update Frequency \***: A dropdown menu with the option '- Select a value -'.
- Next Update**: A date input field with the value 'Jul 7 2014'. Below it, a note says 'Please select the date that the service will be updated next.'

At the bottom of the form, there is a 'Save' button.

## Access tab

The Access tab can also be considered the **security tab**—this is what determines who can and who cannot have access or even view your service in their catalog or map viewer. This is where groups become very important. By checking the box next to each group, you are allowing the members of those groups to have access to the service that you are adding to the portal.

Most fields are **required** on this page:

*My Groups*: the groups that your account belongs to

*Other Groups*: the other groups on the Clearinghouse that your account may share services with

*Allow Clip and Ship*: “yes” indicates that you have a “Clip and Ship” geoprocessing tool URL and would like it to be active for your service—this means that those users that have access to your data will be able to clip and ship from the map viewer

*Service URL*: the URL address for your service

*Extract URL*: only necessary if “Allow Clip and Ship” is “yes”—the “Clip and Ship” geoprocessing tool URL that makes it possible for the clip and ship tool to work in the map viewer for your service

**Dataset Disclaimer**: not required; space provided for an agency-specific data disclaimer for your service. As with datasets, checking the box “Does the Disclaimer need to be displayed each time the service is viewed or downloaded” will trigger a box each time the service is brought into the map viewer. Otherwise, the disclaimer will just be shown on the service’s skinny metadata page.

## Things to keep in mind:

- **Everyone** has access to the General Public group, only government employees are in the Government group, and only those with an email address ending in .edu are in the Education group.
- Checking a box next to a group also adds your dataset to that group’s page under “Group Data” (right hand side under the “Group Members” block)—this only means that you have given access to this particular group to view and use your service.
- **We strongly encourage following [NSGIC’s guidelines](#) and sharing with the General Public, but if your data is sensitive, please make sure you are only sharing it with the groups that you want to allow access.** Additional options for sensitive datasets:
  - Strip out sensitive data before publishing it to the Clearinghouse, with General Public access.
  - Identify attributes that are not for the General Public and create two versions: one for the General Public and one for sharing with other groups.

**General** \* **Service** \* **Status** \* **Access** \*

Data Access (choose one or more groups):

My Group(s) [Select All](#)

- ☐ The General Public
- ☐ Government

Share data with groups you belong to.

Other Group(s) [Select All](#)

- ☐ E-9-1-1 Public Safety
- ☐ Education
- ☐ ASU ISSR
- ☐ La Paz County
- ☐ Pinal County
- ☐ Gila River Indian Community GIS
- ☐ Yavapai County
- ☐ Arizona Trails Association
- ☐ Maricopa Association of Governments (MAG)
- ☐ Arizona Department of Environmental Quality (ADEQ)
- ☐ Arizona State Land Department (ASLD)
- ☐ Maricopa Regional GIS Technical Council
- ☐ Arizona Geological Survey (AZGS)
- ☐ City of Phoenix
- ☐ Arizona Department of Administration (ADOA)
- ☐ Arizona Department of Transportation (ADOT)
- ☐ Geology
- ☐ Arizona Department of Emergency and Military Affairs (DEMA)
- ☐ Gila County

Share data with other groups.

Allow Clip and Ship \*

☒ No

☐ Yes

Service URL \*

Extract URL

Dataset Disclaimer

☐ Does the Disclaimer need to be displayed each time the service is viewed or downloaded.

[Save](#)

## Using the Catalog

The AZGEO Catalog is where you can find all of the datasets and services that you have access to. Most of the items in the Catalog are available to the General Public; only sensitive data is restricted to group membership.

The Catalog can be used to filter and query the data to make search and discovery easier. Datasets and services can be filtered on type (data, service), data category (Boundaries, Census, Hydrography, Imagery and Rasters, Indexes, Mining, Natural Features, Transportation; defined by the data contributor during the upload process), or keywords (also defined by the data contributor during the upload process).

**AZGEO CLEARINGHOUSE**

My account Log out

search SEARCH

HOME ABOUT GROUPS **CATALOG** MAP CONTRIBUTE CONTACT

### Catalog

Type: - Any - Data Category: - Any - Keywords: Filter Results

Data Type	Geospatial Data	Author Agency	Clip n' Ship	Data File
Dataset	50' Contour Lines - Apache County	Arizona State Land Department (ASLD)		<a href="#">apache50.zip</a>
Dataset	50' Contour Lines - Cochise County	Arizona State Land Department (ASLD)		<a href="#">cochise50.zip</a>
Dataset	50' Contour Lines - Coconino County	Arizona State Land Department (ASLD)		<a href="#">coconino50.zip</a>
Dataset	50' Contour Lines - Gila County	Arizona State Land Department (ASLD)		<a href="#">gila50.zip</a>
Dataset	50' Contour Lines - Graham County	Arizona State Land Department (ASLD)		<a href="#">graham50.zip</a>
Dataset	50' Contour Lines - Greenlee County	Arizona State Land Department (ASLD)		<a href="#">greenlee50.zip</a>

Feedback / Bugs

Datasets may be directly downloaded from the Catalog, or may be downloaded from their skinny metadata page. To open the skinny metadata, click on the hyperlinked title under “Geospatial Data.” In the skinny metadata, you can find out more information about the dataset or service of interest. Click on the “File” tab to access the download, and/or to download the XML metadata if it is available.

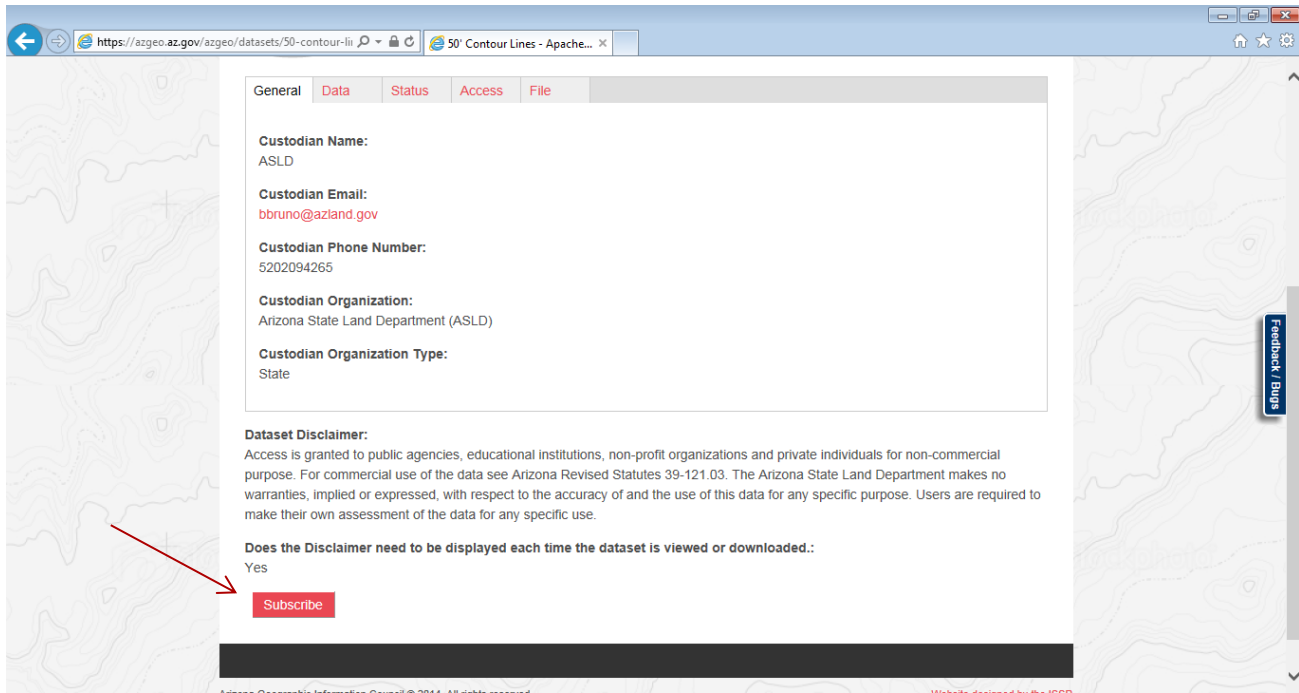


## Subscribing to Datasets and Services

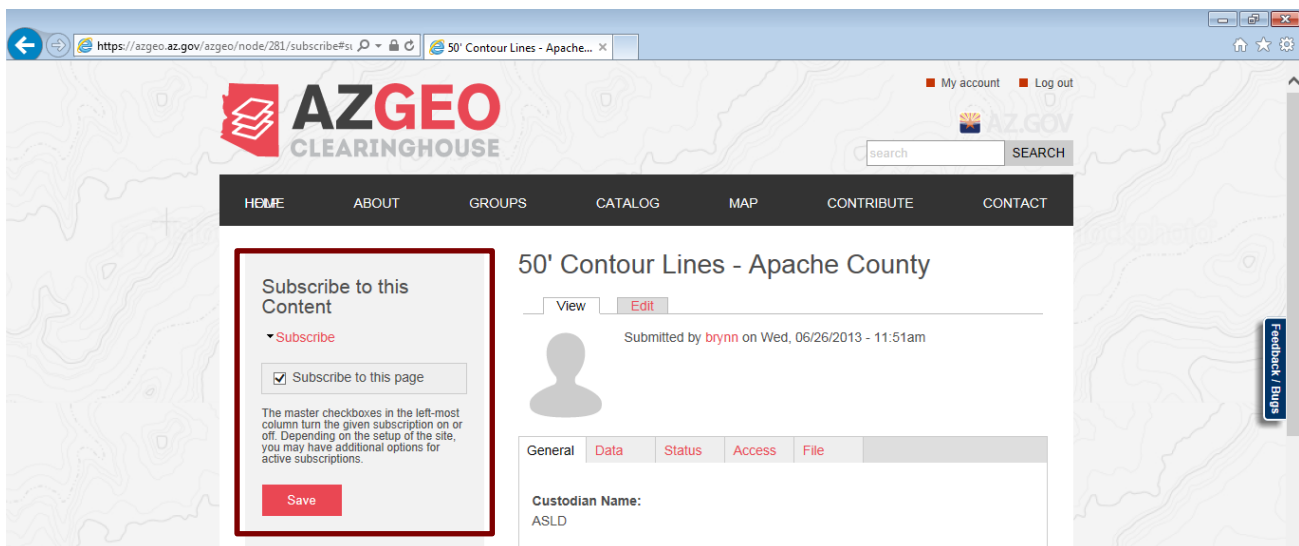
The subscription service on AZGEO is a great way to stay up to date on the latest versions of available datasets and services. It saves you, as the user, time by letting you know when the newest version of important, commonly updated datasets and services are changed on the server. This means that you are able to stay on top of the newest updates for data pertinent to your organization sooner and without much effort. Additionally, in the event that you subscribe to multiple datasets and they are all updated in one day, rather than bombarding your email account with notification emails, AZGEO sends out one digest email at the end of the day alerting you of the changes.

### Subscribing to a Dataset or Service

Subscribing to a dataset or service is done through their skinny metadata page. Click on the dataset or service of interest in the Catalog, scroll to the bottom of the screen, and click the “Subscribe” button.

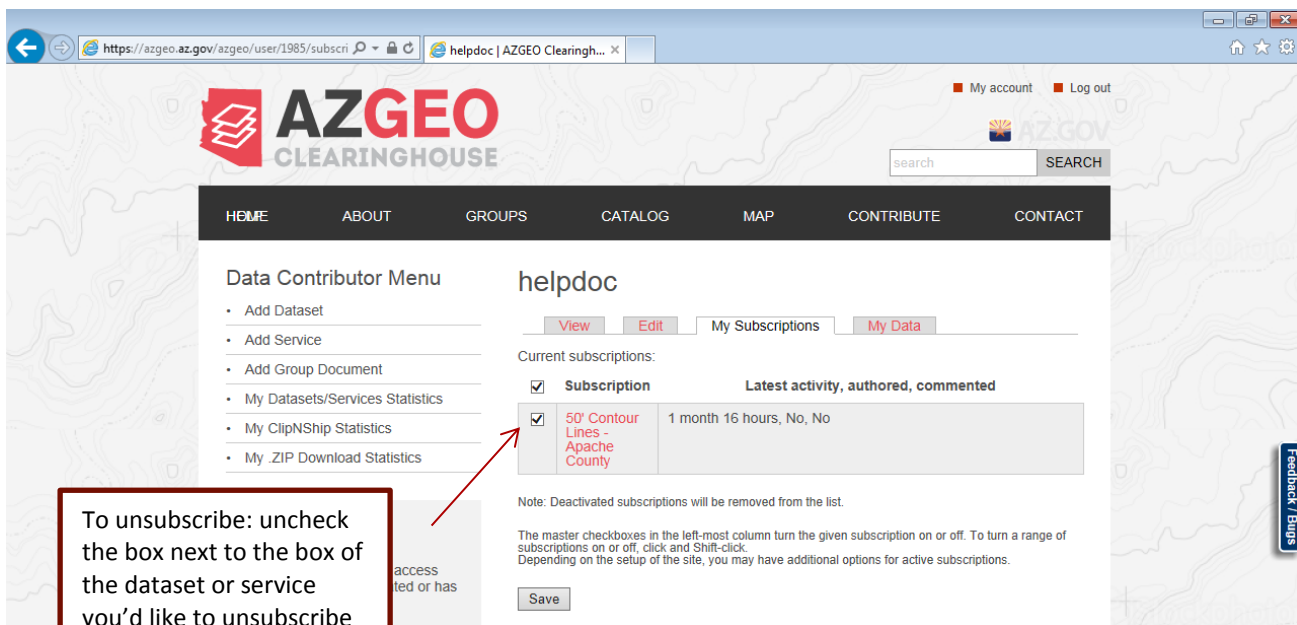
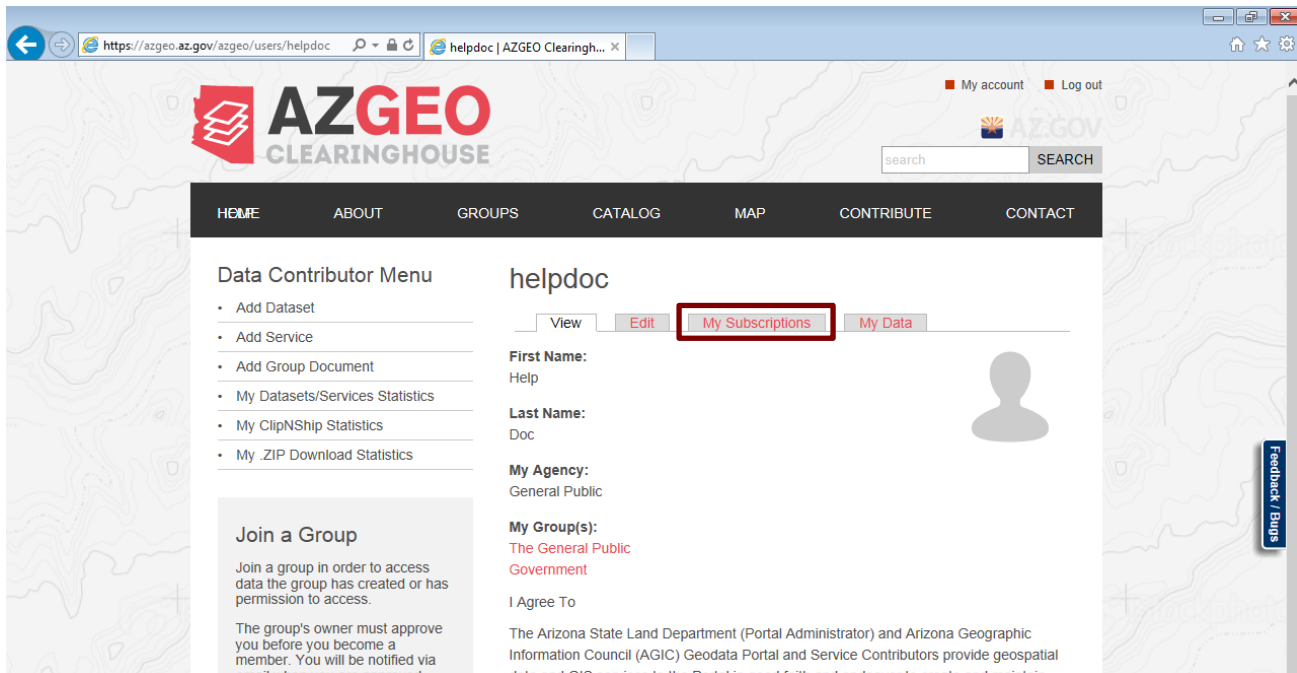


AZGEO will prompt you again on the right hand side of the screen to make sure you would like to subscribe to that dataset. Be sure to check the box and click save, or you will not subscribe successfully.



## Managing Your Subscriptions

To manage your subscriptions, go to your account page, where you will find “My Subscriptions” along the tabs above your profile. Here you will be able to view the pages you are subscribed to, and unsubscribe from a page, if necessary. You will also be provided with some additional information, including the last time the dataset or service was updated.



## Using the Map Viewer

The AZGEO Clearinghouse features a web-based interactive map viewer that allows users to display data and, if available, to “Clip N’ Ship,” or extract and download data based upon user defined boundaries. The Map Viewer can be found by clicking the “[Map](#)” tab along the main navigation bar.

## Map Viewer Components

1. **Layer list:** this is where you can add available services to the map viewer, remove them, adjust opacity of a service, and/or toggle datasets within a service on/off
  - Layers are active when checked; services have a differing amount of datasets within the service, and some of the datasets may not be active when added to the map viewer
  - Remove a service by clicking the “Remove” button under the title
  - Adjust opacity with the +/- buttons under the title
2. **Legend:** the legend is separate from the layer list; expand to view symbology for active datasets
3. **Results:** area where results from using the identify tool will be available
4. Arrow to minimize/dock the side panel



5. **Toolbar:** available tools to explore the map and open the extract data tool



Full extent: zoom to the full extent of the data



Zoom in: central focal point zoom in



Zoom out: central focal point zoom out



Identify: identifies layers in a defined service, based upon where the user clicks in the map viewer.

After selecting the identify tool, an “Identify Tool” box will pop up so that you can specify the service you are interested in identifying data from. After making your selection, you will be able to click in the area of interest, and your results will show up in the “Results” panel (3).



Comment (Data Feedback Tool): allows you to select a service, highlight an area, and send a comment about the data in the service to the contributor. This tool is further explained [below](#).



Extract Features: allows you to extract data based upon established index features. This tool is further explained [below](#).



Extract Data: allows you to extract data based upon an area that you define/draw on the map.

This tool is further explained [below](#).

### Data Feedback Tool (Comment)

When selected, the data feedback tool will pull up a separate tab in your browser to lead you through the steps to comment on a service. **This tool is very useful when you want to send a location-specific comment to a contributor about their data.**

1. Choose a data service for feedback – to send your comment you must select the service where the data in question is housed. ALL of the services that you have access to are available to comment on.

**Choose a Data Service for Feedback.**  
Please choose a data service from the ones below.

**Hillshades**  
This data set is a hillshade model for Arizona. The data were created by processing U.S. Geological Survey 10 meter Digital Elevation Model files for all of the 7.5 minute quadrangle map areas in Arizona. The  
[Select this Data](#) [Read Full Description](#)

**Preliminary Geologic Map of the McDowell Sonoran Preserve, Scottsdale, Arizona**  
Preliminary Geologic Map of the McDowell Sonoran Preserve, Scottsdale, Arizona  
[Select this Data](#) [Read Full Description](#)

**ADOA Population Estimates & Projections**  
To create an estimates program independent of external forces where staff assigned to prepare the state, county, and place population estimates have the freedom to apply sound statistical principles and to use assumptions  
[Select this Data](#) [Read Full Description](#)

**Yavapai County Parcels Map Service**  
Parcels, lot number, lot dimensions, subdivision boundaries, building footprints from 2011 and address points. Parcels are  
[Select this Data](#) [Read Full Description](#)

**Yavapai County Roads Map Service**  
Road Map Service for Interactive Mapping Application in Web Mercator Projection This data is a collection of data edited and  
[Select this Data](#) [Read Full Description](#)

**MAG Projections 2013**  
This service hosts the 2013 Projections on Population, Housing, and Employment prepared by Maricopa Association of Governments (MAG) and adopted by the  
[Select this Data](#) [Read Full Description](#)

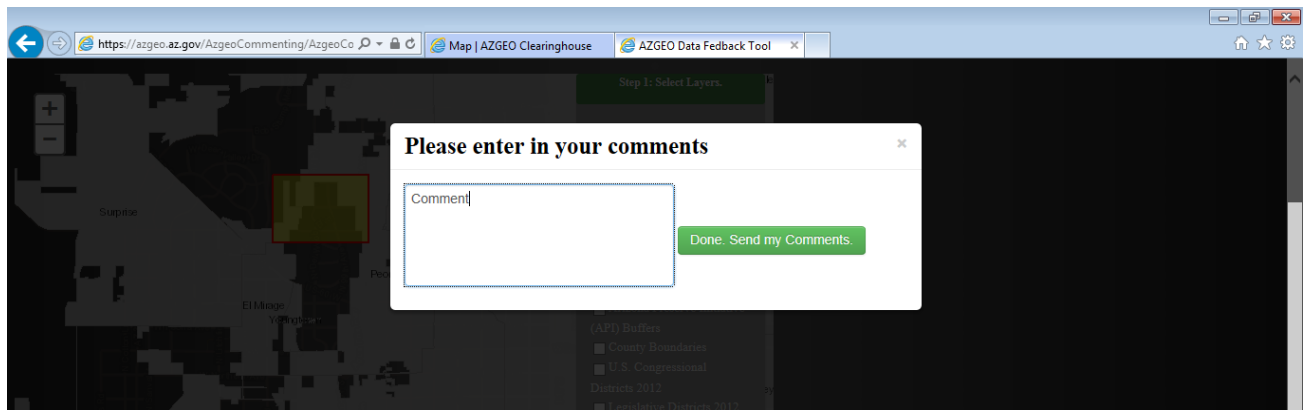


2. Once selected, you will be prompted to choose your feedback option—either email the owner of the map service (the contributor), or contact the AZGEO administrators. All feedback is anonymous and your email address is not shared with the owner of the service. **If you'd like to receive an update on your comment, or if you'd like the service owner to be able to follow up with you, please provide contact information when submitting your feedback in the following panel.**

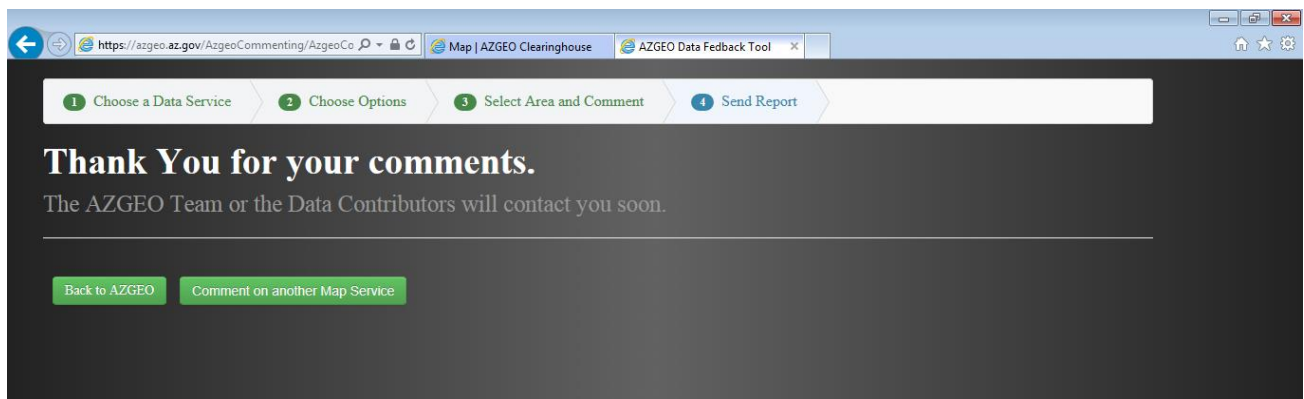
The screenshot shows the 'AZGEO Data Feedback Tool' interface. At the top, a progress bar indicates four steps: 1. Choose a Data Service, 2. Choose Options, 3. Select Area and Comment, and 4. Send Report. Step 2 is currently active. The main heading is 'Select your Feedback options below.' Below this, a sub-heading reads 'You can contact the Data Owner or the AZGEO Administrators.' A note states 'Please Note - All feedback is anonymous. Your email is not shared with the Data Owner.' At the bottom, there are two green buttons: 'Email The Owner of this Map Service' and 'Contact the AZGEO Administrators'.

3. In the third panel, you will be selecting the layers of interest within the service, drawing your area of interest (AOI), and submitting your feedback.

The screenshot shows the 'AZGEO Data Feedback Tool' interface at Step 3: Select Area and Comment. The progress bar at the top shows steps 1 through 4, with step 3 being the current active step. The main heading is 'Please draw your area of interest.' Below this, a sub-heading reads 'Select layer(s) and then draw an area on the map. You can then type in your feedback.' The interface is divided into two main sections. On the left is a map of the Phoenix area with various city boundaries and labels like 'Peoria', 'Glendale', 'Avondale', and 'Tolleson'. On the right is a panel titled 'Step 1: Select Layers.' which lists various map layers under the heading 'ASLD Administrative Boundaries'. The layers include: Cities Points, City Boundaries (checked), Urban Buffers, Arizona Preserve Initiative (API) Buffers, County Boundaries, U.S. Congressional Districts 2012, Legislative Districts 2012, U.S. Congressional Districts 2010, Legislative Districts 2010, School Districts (Elementary) - Census 2010, School Districts (Secondary) - Census 2010, School Districts (Unified) - Census 2010, Grazing Allotments, American Indian Tribal Subdivisions - Census 2010 (TIGER), and Public Land Ownership. Below the list of layers is a green button that says 'Step 2: Click button to draw area on map and contact us.' At the bottom of the panel are two buttons: 'Draw Rectangle' (red) and 'Clear Selections' (blue). Two red callout boxes with arrows point to these buttons. The first callout box, pointing to the 'Draw Rectangle' button, contains the text 'Choose the layer(s) that you are interested in commenting on.' The second callout box, pointing to the 'Clear Selections' button, contains the text 'Click to draw your AOI. If you want to redraw the AOI, click "Clear Selection" below this box.'



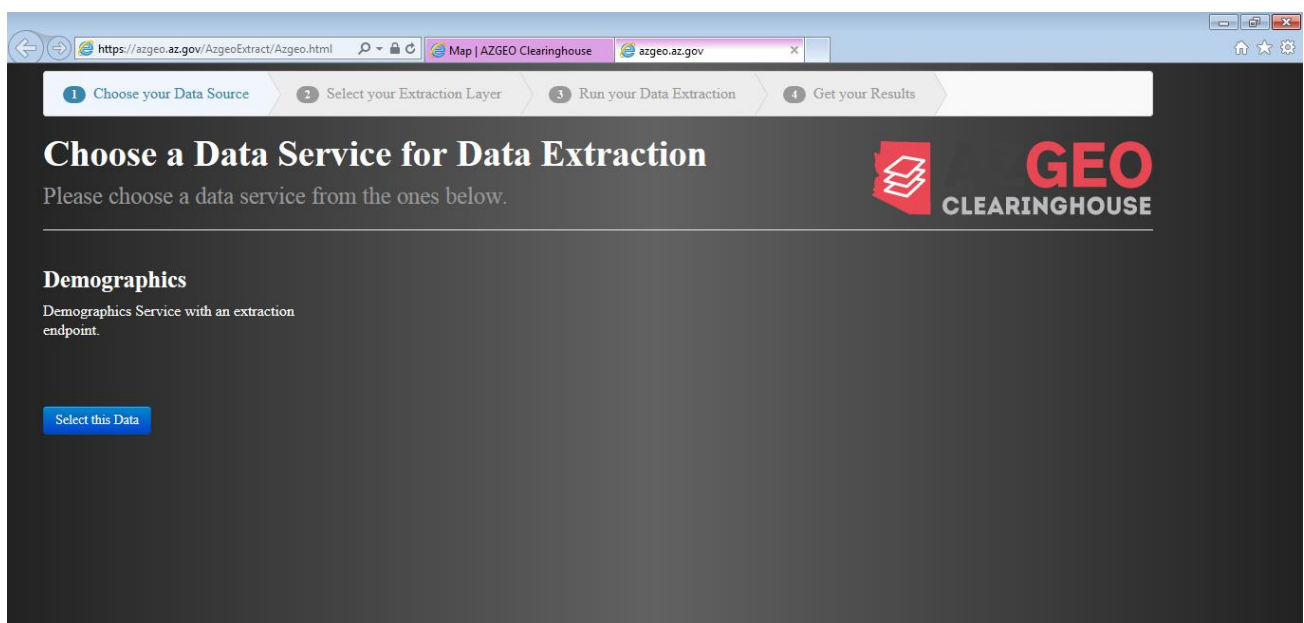
4. Your feedback has been submitted. From here, you may return to AZGEO, or start the process again.



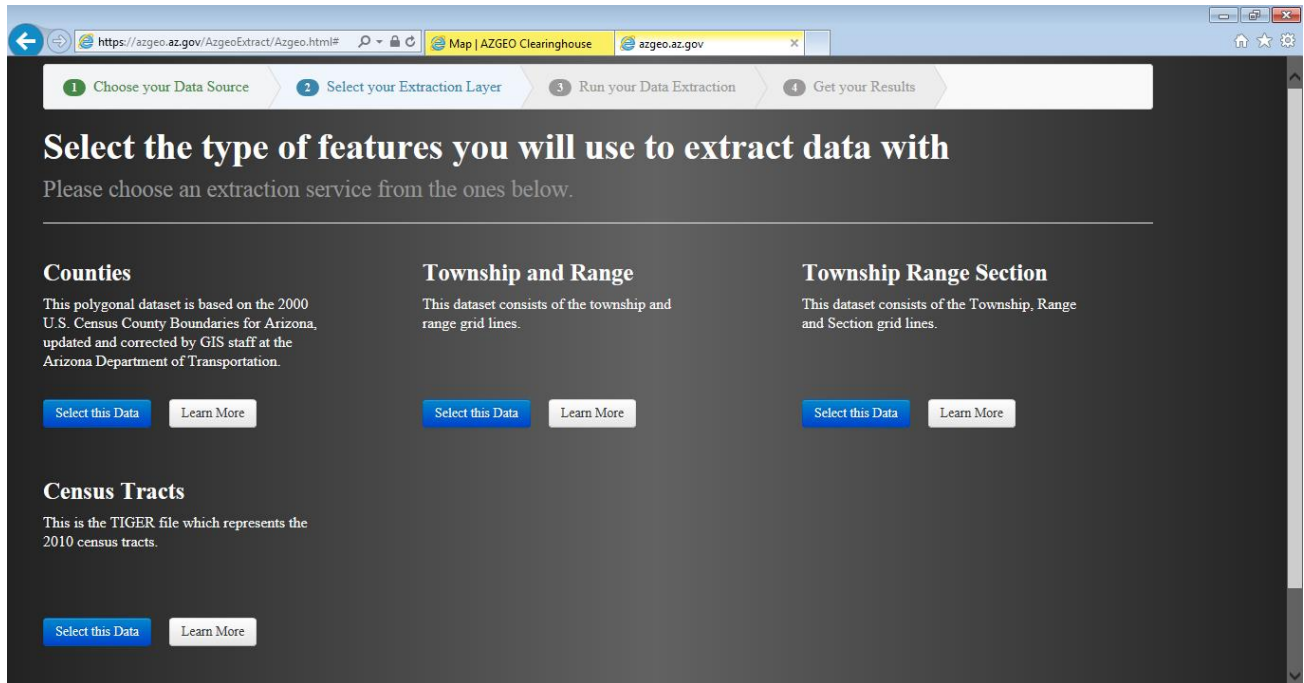
## Extract Features Tool

The extract feature tool brings up a separate tab in your browser to lead you through the steps to extract by a feature, rather than by a user-drawn rectangle.

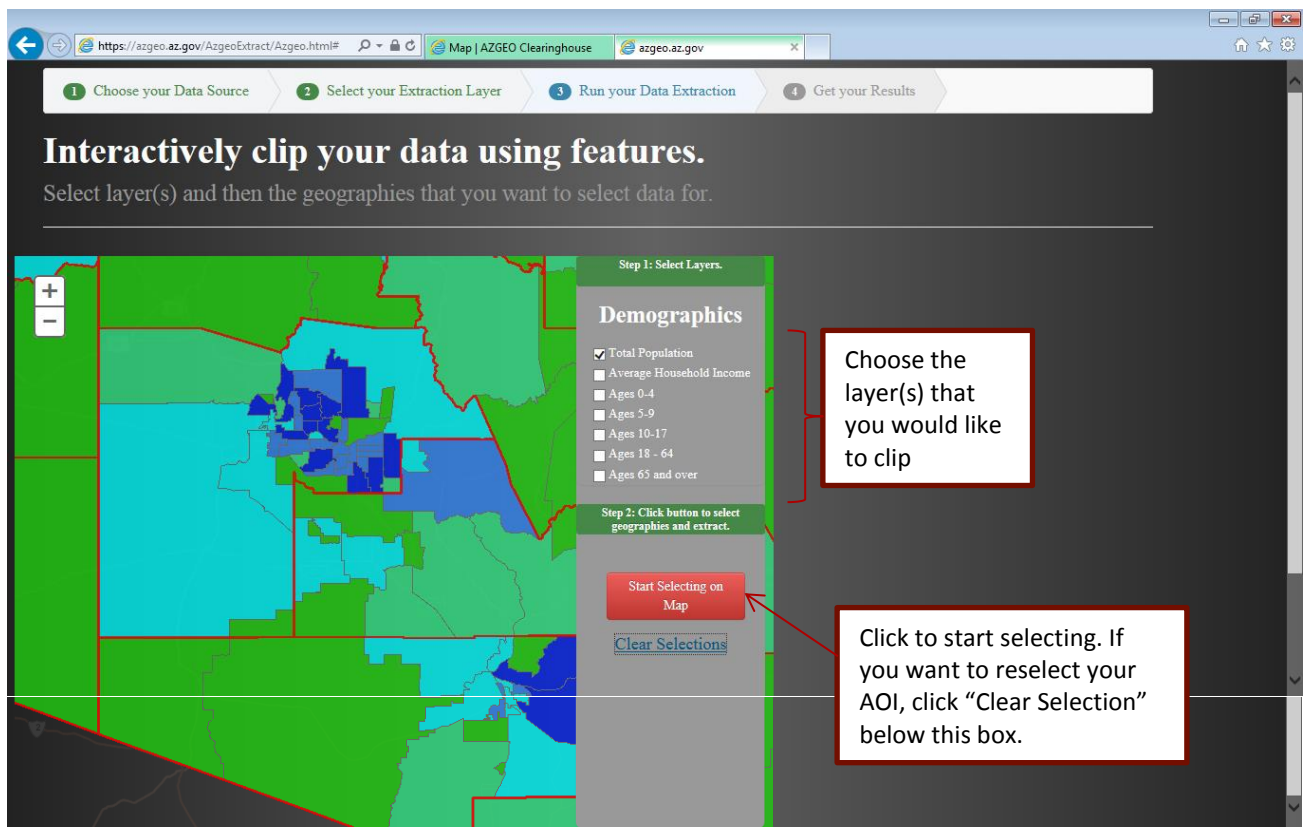
1. The first step will prompt you to choose a service that has an extract geoprocessing tool. Not all services have this tool available, so only the services that do will show up in the window.

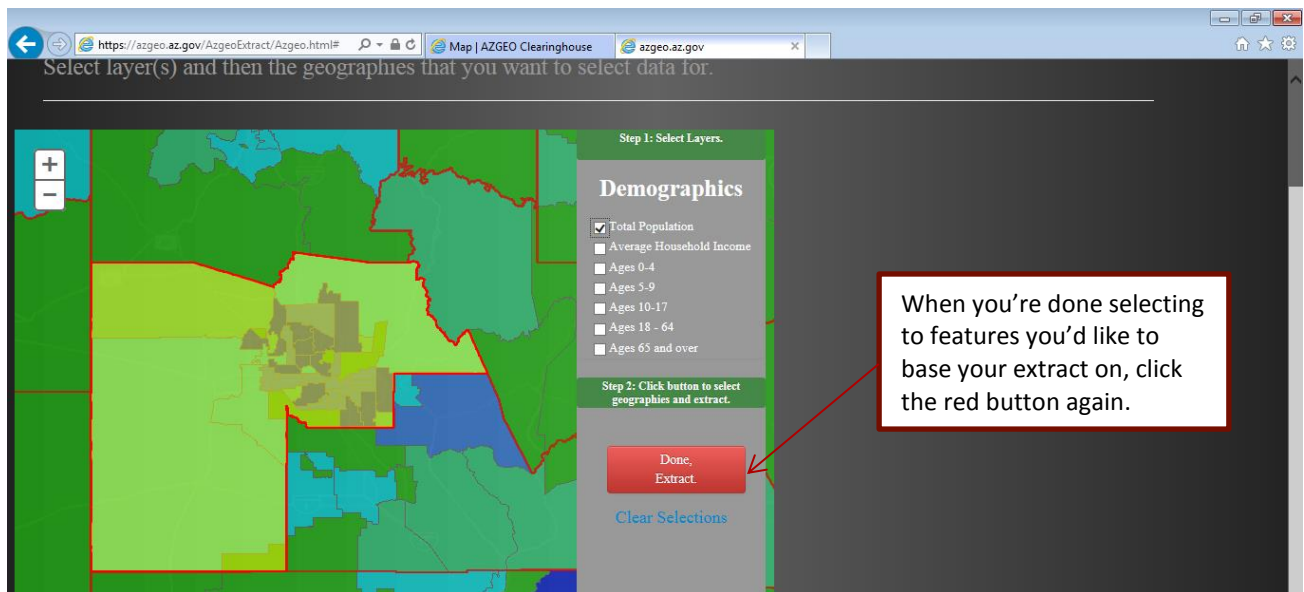


- In the next panel, you will have several options to choose from for your extract feature: counties, township and range (does not include sections), township range section, or census tracts.

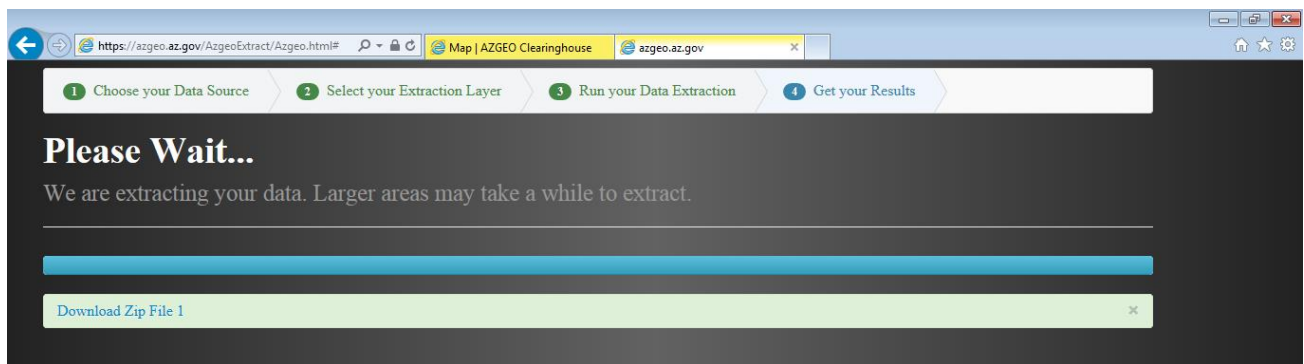


- In the map, you must first select the layers you want to clip, and then you will be able to start selecting the feature(s) in the extract feature that you'd like to use clip the layers from the service.



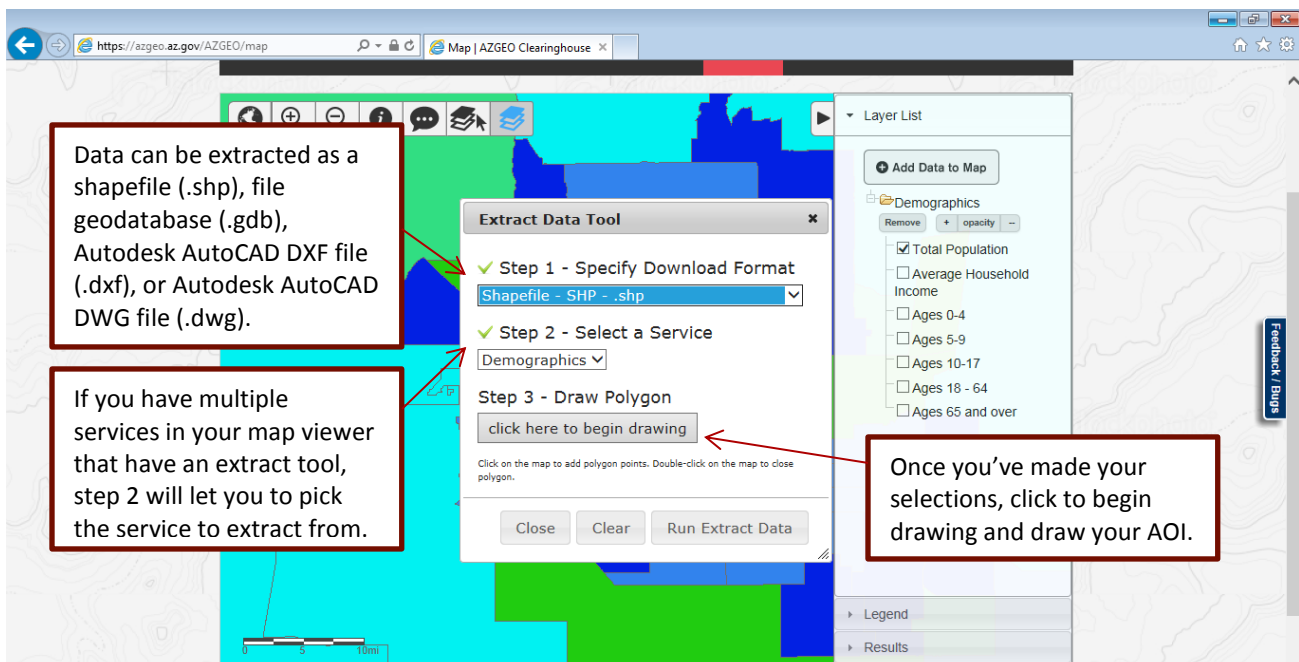


- The final page will process your extraction and provide a zip file to download. Click the link to download your file. Multiple links might show up depending on the size of your extraction.

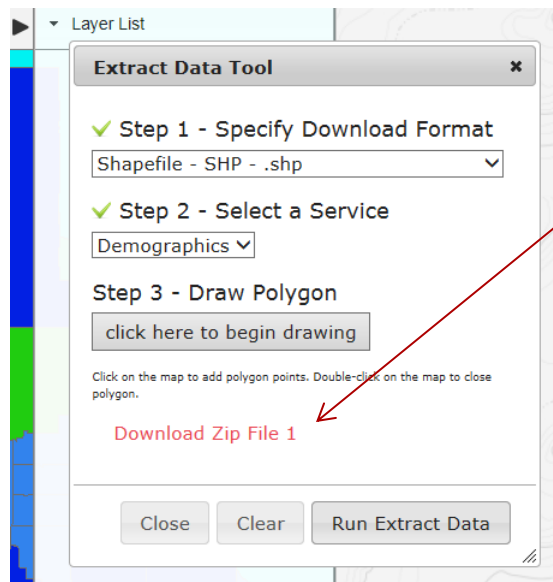
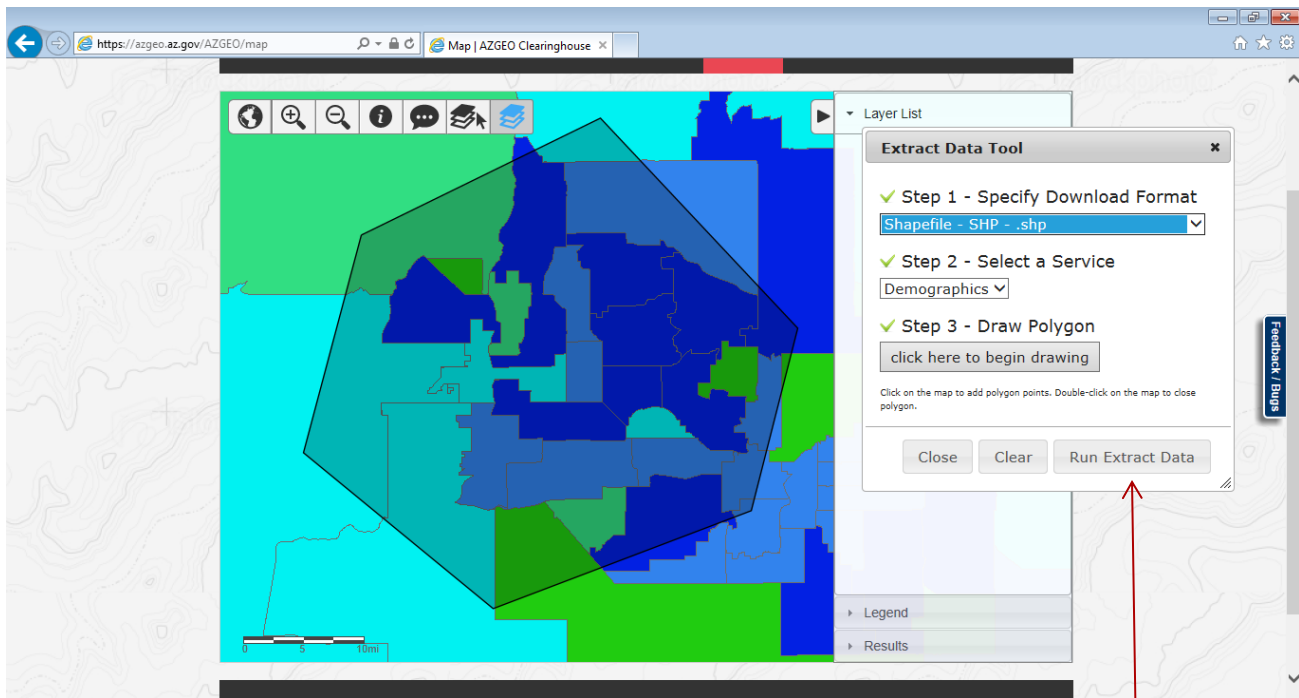


## Extract Data Tool

The extract data tool lets you draw your own area of interest to extract data. This process is all done in the map viewer.







After drawing your extract area, click “Run Extract Data,” and after the tool runs, a link will pop up to download your dataset.

## Download and View Statistics

Dataset/service statistics can be used to track how often users are viewing your skinny metadata, downloading your datasets, and extracting data from your services (clip n' ship). These reports give you a comprehensive picture of how your data is being used by other organizations and users, and can be used as a tool to increase the ROI on your data. Whenever a user downloads your dataset, either from the Catalog or the Map Viewer Clip N' Ship tool, or views the skinny metadata for your dataset or service, their information is captured, along with a timestamp to record when the download or view occurred.

All of these reports are available to view through AZGEO if you have content creator privileges through one of the groups on the Clearinghouse. Only the data that you have contributed will show up on your charts. If you have not uploaded any data to the Clearinghouse, the links will be available, but a report will not be visible.

## My Data/Services Statistics

### *Skinny Metadata Views*

This report gives information on the users that are visiting your dataset's skinny metadata page. It captures all views, including redundant page visits, and visits made by you (the data contributor).

Information available:

*Id*: unique id given within the table

*nid*: unique id given to the dataset within AZGEO\*

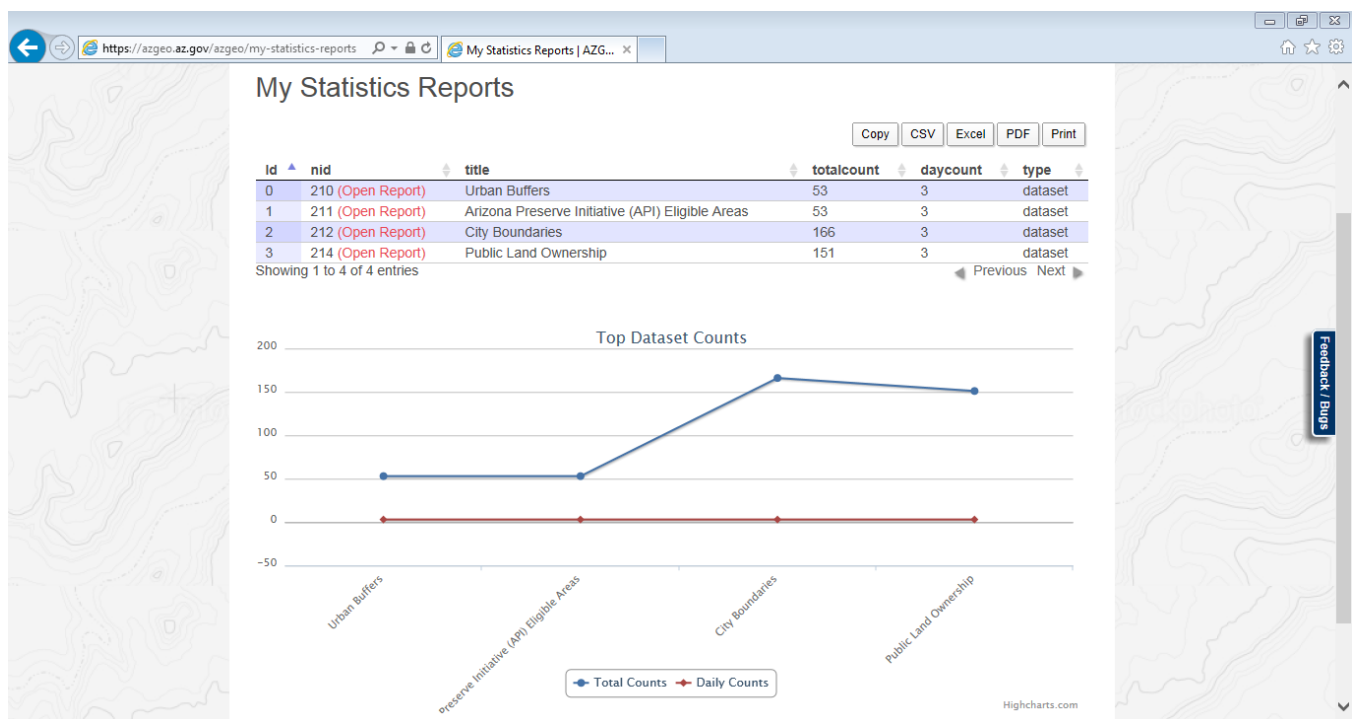
*title*: title of the dataset, given by you during the upload process

*totalcount*: skinny metadata views since the dataset was uploaded to the Clearinghouse

*daycount*: skinny metadata views for the dataset since 12 A.M.

*type*: "dataset" or "service"

\*This is also where an additional "Open Report" link is located that will give you the more specific information mentioned above, such as which AZGEO users have visited the skinny metadata page and the last time the skinny metadata was viewed



## My .ZIP Download Statistics

### Successful Dataset Downloads

These data are comprised of successful .ZIP dataset downloads. It captures downloads from both the Catalog and the skinny metadata “File” tab.

Information available:

*Id*: unique id given within the table

*nid*: unique id given to the dataset within AZGEO\*

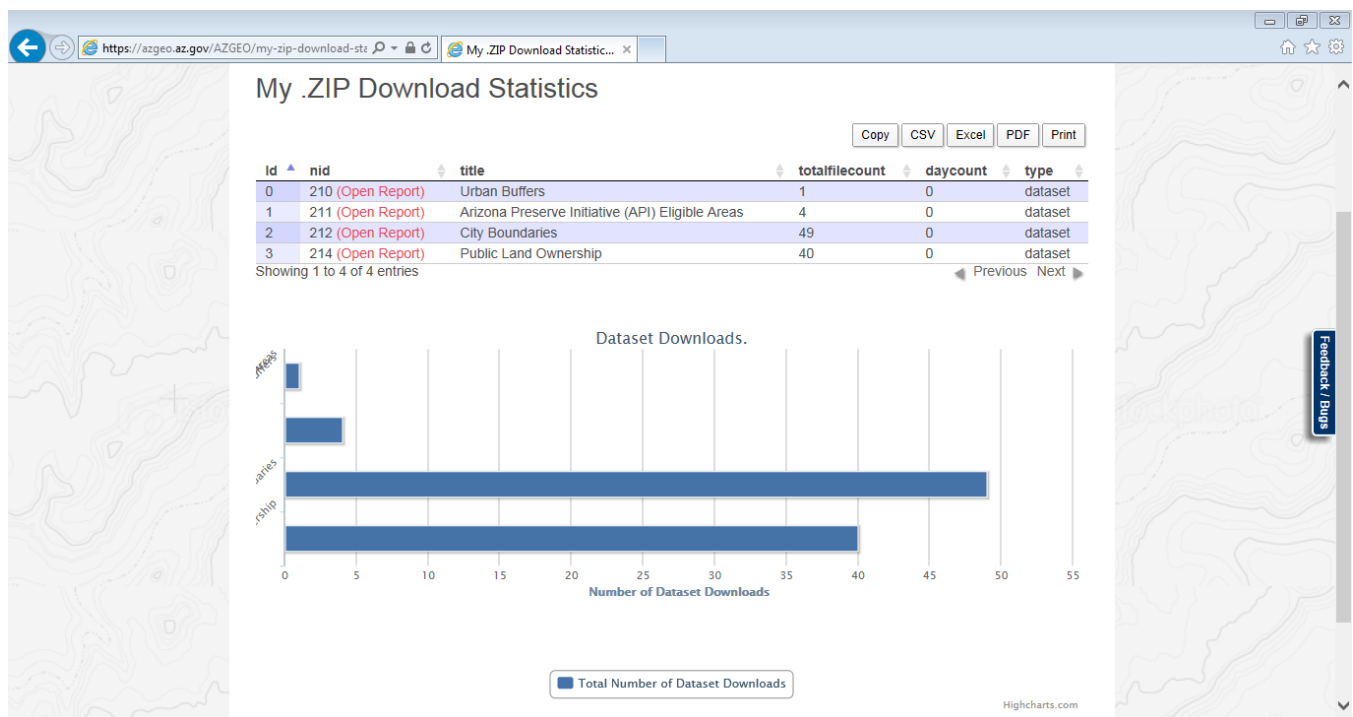
*title*: title of the dataset, given by you during the upload process

*totalcount*: .ZIP download counts since the dataset was uploaded to the Clearinghouse

*daycount*: .ZIP download counts for the dataset since 12 A.M.

*type*: “dataset” or “service” – will always be “dataset”

\*This is also where an additional “Open Report” link is located that will give you the more specific information mentioned above, such as which AZGEO users have downloaded your dataset and the last time the dataset was downloaded



## My ClipNShip Statistics

### Map Viewer Extracts

These statistics come from map viewer extracts when your service has an associated extract geoprocessing tool. They are generated from both the “Extract Features” (extract by 4 possible features), or the general “Extract” tool (user draws a polygon for their area of interest to extract by). It does not give specific layer/dataset export information; it will only give you counts on total extracts from your service.

Information available:

*Id*: unique id given within the table

*nid*: unique id given to the dataset within AZGEO\*

*title*: title of the dataset, given by you during the upload process

*totalcount*: extracts (clip n' ships) since the service was uploaded to the Clearinghouse

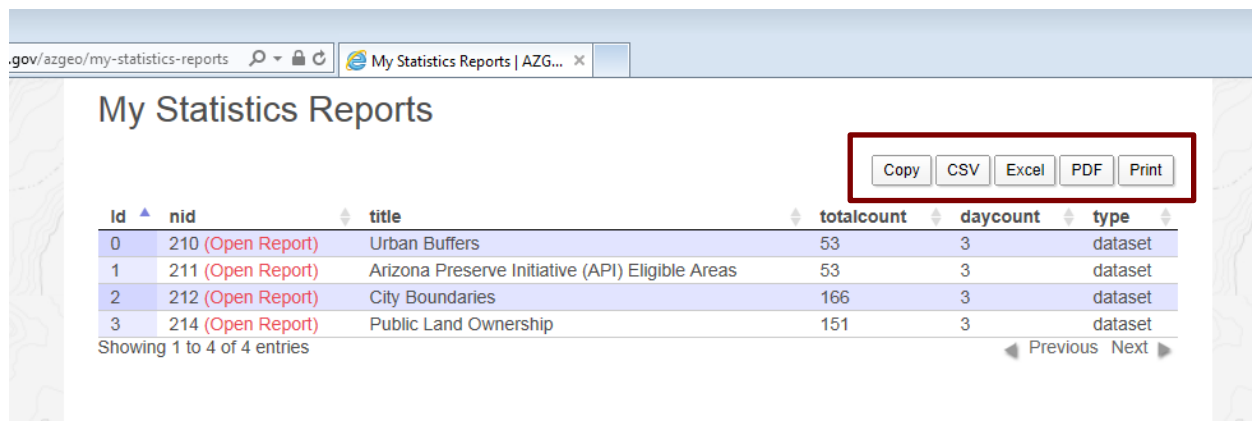
*daycount*: extracts (clip n' ships) for the service since 12 A.M.

*type*: "dataset" or "service" – will always be "service"

\*This is also where an additional "Open Report" link is located that will give you the more specific information mentioned above, such as which AZGEO users have extracted data from your service and the last time an extract happened

## Exporting Statistics

These statistics may be copied, exported, or printed by using the options above the right side of the table on each page. Additionally, when you open the individual reports for each dataset or service, these options will show up above the right side of that table, in between the overview table and the graph.



Id	nid	title	totalcount	daycount	type
0	210 (Open Report)	Urban Buffers	53	3	dataset
1	211 (Open Report)	Arizona Preserve Initiative (API) Eligible Areas	53	3	dataset
2	212 (Open Report)	City Boundaries	166	3	dataset
3	214 (Open Report)	Public Land Ownership	151	3	dataset

Showing 1 to 4 of 4 entries

Previous Next